



Personnel
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

ADMINISTRATIVE OFFICER I

DATE: October 21, 2003 (amended October 5, 2004)

SALARY: \$39,863 - \$54,951

NATURE OF WORK: This is administrative work in performing various administrative activities and special projects in our Utilities Department.

WORKSITE LOCATION: Utilities Department
777 Sawgrass Corporate Pkwy.

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or related field.

EXPERIENCE: -- Three (3) years of professional level administrative experience in a financial/contract management setting, of which one (1) year must be in a supervisory capacity.
-- Government experience preferred.

CLOSING DATE: Open until filled.

HOW TO APPLY: Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V